

NOV 8 1964

Chief, G-2 Staff (DD/3 Area)

Support Branch, Security Support Division, Office of Security

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### 2. Office of Chief

25X1A

- Document No.                       
NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S

DDA Memo, 4 Apr 77

DDA REG. 77/1763

Date: 170278 By: 025

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2. The request requires no increase in T/O or ceiling. There is no increased cost factor to consider.

3. An examination of the workload data submitted for the new element indicates a rising trend. The Chief, Support Branch states that a potential increase of 15 percent in production is feasible through specialization under the revised organizational framework. (Tab D.)

4. Essential job descriptions, four in all, are provided in Tab E.

5. No significant amplifications or changes in functions and responsibilities are involved which affect the functions and responsibilities of other Agency components. In view of the above circumstances, approval of the request is recommended subject to position evaluation review by the Office of Personnel.

**SIGNED**

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**ATTACHMENTS:**

- Tab A - Memo of Request
- B - Present and Proposed Organizational and Staffing Patterns
- C - Functional Statements
- D - Workload Data
- E - Job Descriptions

**APPROVED:** This request is authorized within the authority and responsibility of the Management Staff as to numbers of positions and organizational implications, if any, subject to final determination of position evaluation action by the Director of Personnel.

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Date: \_\_\_\_\_

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**SIGNED**

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Chief, Management Staff

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